

Weekly Report for Week Ending 18 November 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

1. Completed 37 actions requiring the printing of 668,000 copies or sets of blank forms.
2. Two new and nine revised forms were approved.
3. One form was obsoleted.
4. Met with key officials of SD/O1 last week to discuss and coordinate on a number of forms supply management improvements. Accomplishments are too numerous to enumerate. Copy of "Memo for the Record" of meeting attached covers all details. Further improvements contemplated and will be decided in future meetings.

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b. Intangible

1. After considerable time spent in working and coordinating on Form No. 244, titled, "Employee Suggestion", we were finally able to release it to the printer. This form, since it has now been sterilized, will be used overseas by DD/P. **WE WERE ABLE TO PREVENT 2 DIFFERENT VERSIONS (1 FOR HQ & 1 FOR G/S) FROM BEING USED.**
2. The "Personal History Statement", Form No. 444, was sent to the printer during week for the printing of the newly revised edition. This revision involves several changes, corrections on the previous edition and some rearrangement of items. **SOME OF THE CHANGES WERE PERSONALLY PROPOSED BY THE DIRECTOR.**

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3. As a result of suggestions made by this Branch, the reprinting of Form 1200, Part I and Part II, titled "Biographic Profile", with electronic ink has been changed, with the concurrence of the OPI, to offset ink. As a consequence, steps are currently being taken to return the IBM typewriter, to be used with electronic ink to the manufacturer for credit. **THIS WAS A PRIME EXAMPLE OF A MIS-APPLICATION OF AUTOMATION.**

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4. Completed the first stages of detailed Forms Management Briefings for Mr. [REDACTED] ORR, who will be assisting Mr. [REDACTED] on Forms Management. Mr. [REDACTED] plans to collect and inventory all ORR "bootleg" forms. Elimination, consolidation and improvement of these forms should take place soon.

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2. Assignment - Active

1. Five new and 33 revisions are pending. ✓
2. Five Employee Suggestions are pending.

3. News

- a. Furnished kits of unclassified non-Agency Forms Management materials to the Forms Manager, Refined Syrups and Sugars, Yonkers, N. Y., and Shearson, Hammill and Company, ~~Bickers~~ (BROKERS), New York, N. Y. In return, asked for company Records Management data. I made contact with both of these firms while attending the AMA Forms Course in New York this month. I have received, and I am now reviewing the Steel Company of Canada's Forms Coordinators Manual along with the recently revised Air Force Forms Management Manual.
- b. Because of the increasing necessity of printing classified forms within the Agency, the Printing Services Division has agreed to buy NCR paper including ledger stock, in wholesale quantities rather than on an individual job basis as heretofore. This will doubtless result in substantial savings in paper costs to the Agency in the future.
- c. We have received from GSA a new Standard Forms Catalog and Guide for study and comments. 25X1A9a
- d. The IOC class, which Mr. [REDACTED] had planned to attend during the present month has been postponed until February.
- e. Mr. and Mrs. [REDACTED] are the proud parents of a 5¹/₂ baby boy.

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